

1. **YOU ARE ORDERED TO APPEAR IN PERSON TO TESTIFY AS A WITNESS** in this action at the following date, time, and place:

Date:	Time:	Address:
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- ☐ Continued on Attachment 3.

4. If the witness is a representative of a business or other entity, the matters upon which the witness is to be examined are described as follows:

☐ Continued on Attachment 4.

5. IF YOU HAVE BEEN SERVED WITH THIS SUBPOENA AS A CUSTODIAN OF CONSUMER OR EMPLOYEE RECORDS UNDER CODE OF CIVIL PROCEDURE SECTION 1985.3 OR 1985.6 AND A MOTION TO QUASH OR AN OBJECTION HAS BEEN SERVED ON YOU, A COURT ORDER OR AGREEMENT OF THE PARTIES, WITNESSES, AND CONSUMER OR EMPLOYEE AFFECTED MUST BE OBTAINED BEFORE YOU ARE REQUIRED TO PRODUCE CONSUMER OR EMPLOYEE RECORDS.

6. *At the deposition, you will be asked questions under oath. Questions and answers are recorded stenographically at the deposition; later they are transcribed for possible use at trial. You may read the written record and change any incorrect answers before you sign the deposition. You are entitled to receive witness fees and mileage actually traveled both ways. The money must be paid, at the option of the party giving notice of the deposition, either with service of this subpoena or at the time of the deposition.*

**DISOBEDIENCE OF THIS SUBPOENA MAY BE PUNISHED AS CONTEMPT BY THIS COURT. YOU WILL ALSO BE LIABLE FOR THE SUM OF FIVE HUNDRED DOLLARS AND ALL DAMAGES RESULTING FROM YOUR FAILURE TO OBEY.**

Date issued:

(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON ISSUING SUBPOENA)

(TITLE)

(Proof of service on reverse)

**WEST GROUP**  
Official Publisher

PLAINTIFF/PETITIONER: _____	CASE NUMBER: _____
DEFENDANT/RESPONDENT: _____	

**PROOF OF SERVICE OF DEPOSITION SUBPOENA FOR PERSONAL APPEARANCE  
AND PRODUCTION OF DOCUMENTS AND THINGS**

1. I served this *Deposition Subpoena for Personal Appearance and Production of Documents and Things* by personally delivering a copy to the person served as follows:
  - a. Person served (*name*): \_\_\_\_\_
  - b. Address where served: \_\_\_\_\_
  - c. Date of delivery: \_\_\_\_\_
  - d. Time of delivery: \_\_\_\_\_
  - e. Witness fees and mileage both ways (*check one*):
    - (1) ☐ were paid. Amount: ..... \$ \_\_\_\_\_
    - (2) ☐ were not paid.
    - (3) ☐ were tendered to the witness's public entity employer as required by Government Code section 68097.2. The amount tendered was (*specify*): ..... \$ \_\_\_\_\_
  - f. Fee for service: ..... \$ \_\_\_\_\_
2. I received this subpoena for service on (*date*): \_\_\_\_\_
3. Person serving:
  - a. ☐ Not a registered California process server.
  - b. ☐ California sheriff or marshal.
  - c. ☐ Registered California process server.
  - d. ☐ Employee or independent contractor of a registered California process server.
  - e. ☐ Exempt from registration under Business and Professions Code section 22350(b).
  - f. ☐ Registered professional photocopier.
  - g. ☐ Exempt from registration under Business and Professions Code section 22451.
  - h. Name, address, telephone number, and, if applicable, county of registration and number: \_\_\_\_\_

**I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**(For California sheriff or marshal use only)**  
**I certify** that the foregoing is true and correct.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

▶ \_\_\_\_\_  
(SIGNATURE)

▶ \_\_\_\_\_  
(SIGNATURE)